



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

1
**GETTING
STARTED**
[page 2]

2
**PRACTICAL
DETAILS**
[page 4]

3
**STAND
OUTFITTING**
[page 17]

4
**RULES &
FORMALITIES**
[page 22]

1



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

1

GETTING STARTED

THREE KEY RESOURCES TO PREPARE YOUR TIME AT THE EXHIBITION:

① THE EXHIBITOR GUIDE, INCLUDING ALL THE INFORMATION YOU NEED TO PREPARE YOUR TIME AT THE EXHIBITION.

This document will help you organise all the steps involved in being part of the exhibition.

It's freely available as a download from your Exhibitor Space homepage.
Don't hesitate to pass it on to your stand installer/decorator.

② THE ONLINE EXHIBITOR SERVICE: HELPING YOU ORGANISE YOUR STAND.

Log in to your exhibitor space to access the online store:

- ✓ View your stand plan and get your documentation validated.
- ✓ Order services (furniture, cleaning, electrical cabinet, etc.) via the online store no later than midnight on 28 September.

(NB: after 8am on 14 September, a 15% surcharge will be payable for technical services).

If you have any questions, please call +33 (0)1 75 43 66 80.

NEW

③ EXHIBITOR SPACE, FOR YOU TO COMMUNICATE ABOUT YOUR INVOLVEMENT.

Log on to your exhibitor space devoted to your PR:

- ✓ Specify the name of your company
- ✓ Collect your exhibitor passes
- ✓ Take part in the Innovation Awards
- ✓ Complete your catalogue page
- ✓ ...and more!



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

**IMPORTANT
NEW !**

Two separate spaces, both private, to manage your involvement

FEATURES

'Formalities and online store' exhibitor space

- Send off plans for validation.
- Sign your insurance declaration.
- Validate the stand layout (for fitted stands).
- Place additional orders (site watch, stores, electricity units, food, etc.)

'PR' exhibitor space

- **Specify your company name.**
- **Complete your catalogue page** (and help raise your profile!)
- **Get your exhibitor passes.**
- Review all Exhibitor Memos.
- Download your PR kit.

HOW TO LOG IN

You'll be receiving an automatic login link (to the address specified on your order form) to connect directly to the platform. Check your spam folders if necessary!

Amy Pouye will be sending you an email with your password.

Check your spam folders if necessary!

WHO TO CONTACT

*Lost your login details? Need
information about a product? Want
to register your stand installer?*

+33 (0)175 43 66 80

Your dedicated contact:

Amy Pouye
+33 (0)7 56 36 72 99
amy.pouye@gietransport.com



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

2

PRACTICAL DETAILS

[pages]

• Your contacts	5
• Venue & access	6
• Access during set-up, break-down, and operation	6
• Deliveries	10
• Exhibitor reception	11
• Cleaning, making good, waste sorting	12
• Site watch and stand security	12
• Vehicle cleaning	13
• Insurance and claims	13
• Food services and caterers	14
• On-stand hosts and hostesses	14
• Meeting room hire	15
• On-site storage	15
• Hotel accommodation for your stay	16
• Internet connection on site	16



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

YOUR CONTACTS

ORGANISERS

GIE Objectif transport public
38, rue des Bourdonnais
75001 Paris - France
Tél. +33 (0)1 48 74 04 82

Management

Stéphanie COMÈRE
stephanie.comere@gietransport.com
Tél. +33 (0)1 48 74 04 82

Sales and partnerships

Sabrina BENDRIS
sabrina.bendriss@gietransport.com
Tél. +33 (0)6 43 30 99 59

Amy POUYE
amy.pouye@gietransport.com
Tél. +33 (0)7 56 36 72 99

Communications

Marie FOLLIN-ARBELET // marie.follin-arbelet@gietransport.com
Tél. +33 (0)1 48 74 04 82

Corinne NICOLAS // corinne.nicolas@gietransport.com
Tél. +33 (0)1 55 76 62 28

TECHNICAL INSTALLATION

(insurance, plan approval, etc.)

Management of DISPLAY VEHICLES and the Active Mobility Space

Les Clés de l'Événement
Bruno McKAY
Tél. +33 (0)1 42 31 22 22
bruno@lesclesdelevenement.fr

SAFETY

(Safety regulations, declarations of
equipment in use)

Vincent GANDIHLON
Tél. +33 (0)6 13 09 88 10
vincent.gandilhon@pag.fr

FITTED STANDS & ONLINE STORE ORDERS

Expose
+33 (0)1 75 43 66 80



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

VENUE & ACCESS

The exhibition is at **parc des expositions de la Grande Halle d'Auvergne - HALL 1**.
Plaine de Sarliève, 63800 Cournon-d'Auvergne.

ACCESS DURING SET-UP, BREAK-DOWN, AND OPERATION

• SET-UP

	Arrival of display vehicles in the pavilion	Delivery of bare surfaces and installation	Delivery of fitted spaces
SET-UP			
Thursday 12 October*	On request		
Friday 13 October	8am*-8pm	2pm-8pm	-
Saturday 14 October	8am-4pm latest	8am-8pm	-
Sunday 15 October	-	8am-8pm	-
Monday 16 October	-	8am-8pm	2pm-8pm

* Vehicles will be placed in a holding area prior to installation in the pavilion.

- In-house (GL Event) and other stand installers will not have access to the pavilion before 2pm on Friday 13 October.
- No access to the venue is possible outside the above times.

• OPERATION

	Opening for exhibitors	Opening to visitors	Closed to visitors	Closed for exhibitors
Tuesday 17 October	7.30am	9am	6.30pm	7pm
Wednesday 18 October	8am	9am	6.30pm	7pm
Thursday 19 October	8am	9am	1pm	10pm

- For security reasons, on days when the exhibition is open to visitors, **access to the pavilion will be via the main entrance only**. No other entrance will be open.
- Any person wishing to gain access to the pavilion must present their pass.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

• BREAK-DOWN

All exhibitors and stand installers are invited to observe the following rules; no exceptions will be granted.

- **Stand installers may have access to the site and be ready at the pavilion entrance on Thursday 19 October from 2pm onwards.**
- **For security reasons, stand installers will have access to the pavilion in order to start break-down only once the event has finished and all visitors have left the pavilion, i.e. from **2.15pm** on Thursday 19 October.**
- **Display vehicles will leave the pavilion from 4pm onwards, following a specific schedule.**

Thursday 19 October	2.30pm-8.30pm
Friday 20 October	8am-3pm



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

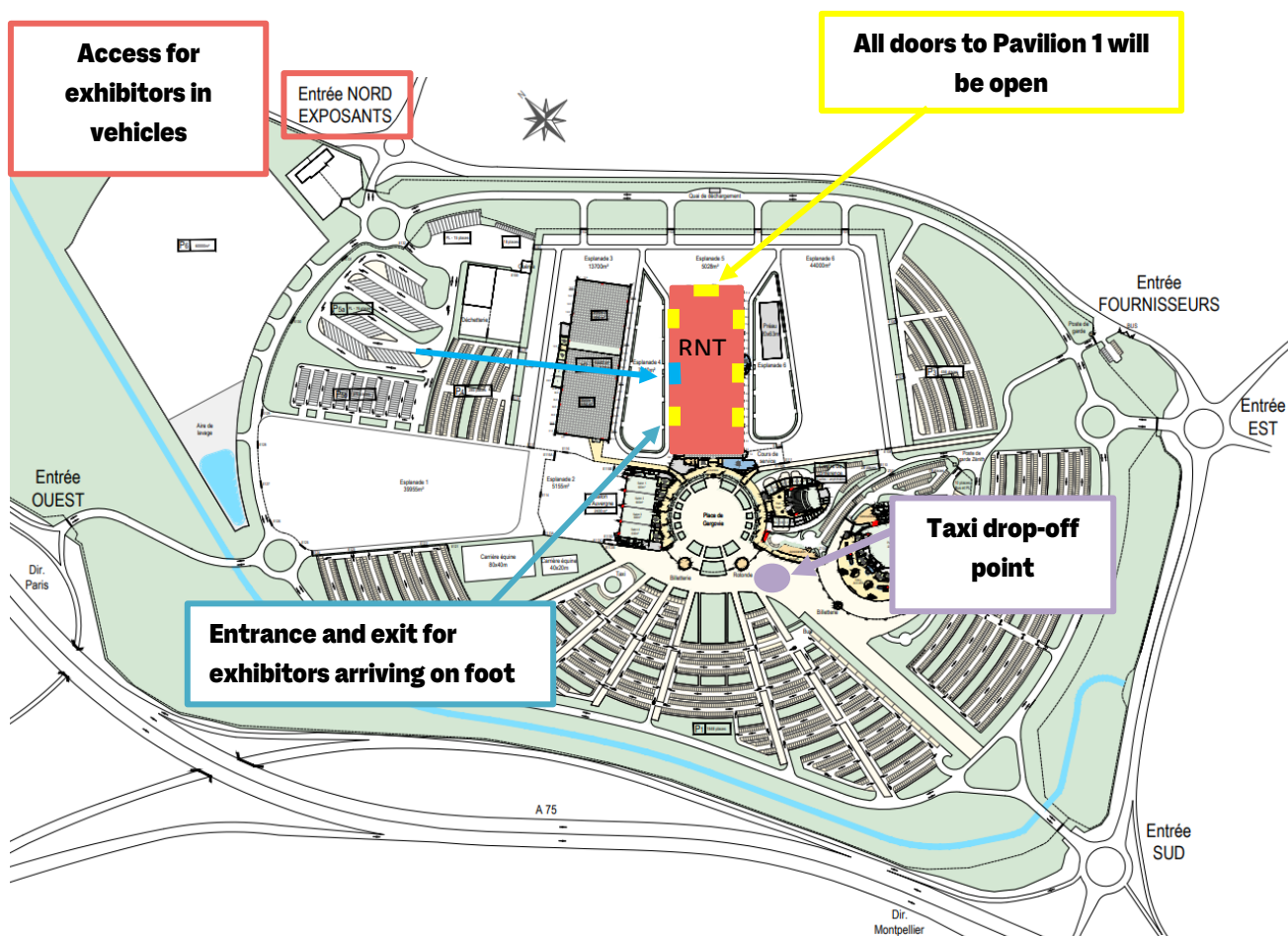
PRACTICAL DETAILS

ACCESS DURING SET-UP AND BREAK-DOWN ▼

Access to the site is permitted between 8am and 11pm.

- Vehicles must use the 'Exhibitor entrance' (near the northern roundabout), drive to the exhibitor gatehouse at gate 101, then proceed to Esplanade 4 or 6.
- There is a taxi drop-off point at the entrance to the site for those without their own means of transport. The site is not accessible on foot.

During set-up, all persons on site must have a set-up badge (see final page).



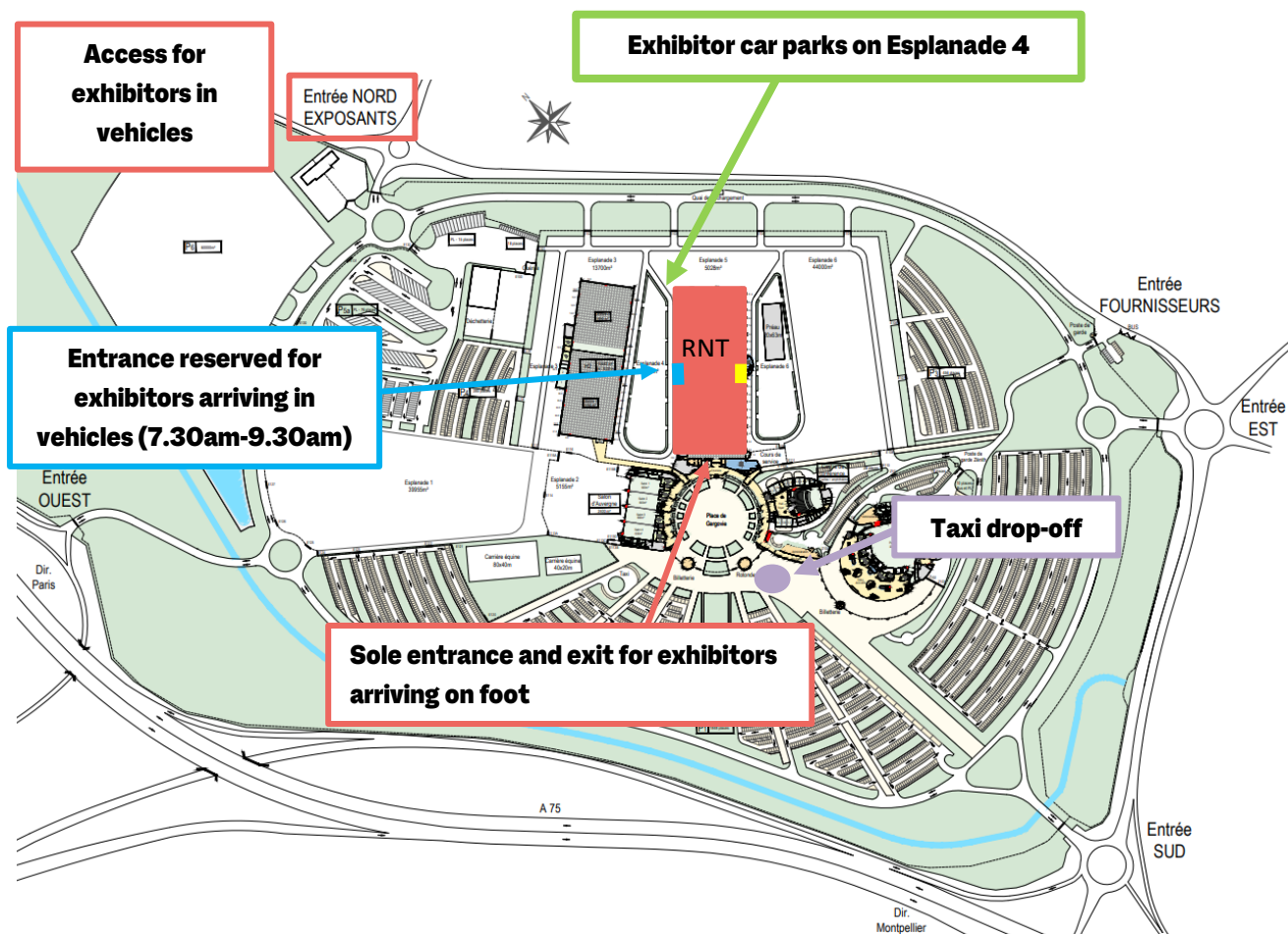


Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

ACCESS DURING THE EVENT ▼



9

ACCESS TO THE PAVILION DURING OPERATION ▼

All individuals must be in possession of a RNTP 2023 exhibitor pass to be allowed access to the exhibition halls. Exhibitor Passes are issued proportionally to the size of your stand:

- | | |
|---------------------------------------|-----------|
| • 9m ² -18m ² | 7 passes |
| • 27m ² -149m ² | 15 passes |
| • 150m ² or more | 40 passes |



You must add a first name and surname to each pass, download it, and print it off. You can do this from early July onwards via your PR Exhibitor Space.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

PARKING:

- Parking is free at all times for visitors and exhibitors.
- The exhibitor car park on Esplanade 4 is open from 7am to 8pm.
- Exhibitor vehicles may remain parked on site throughout the three days of the event. If you intend to exercise this option, please advise site watch at the site entrance gatehouse.

DELIVERIES

Deliveries by car or two-wheeled vehicles must arrive via the northern exhibitor entrance (near the northern roundabout); proceed to gate 101. Site watch will check delivery personnel's details.

During the event (17-19 October), deliveries are permitted from 8am onwards. A member of your team must be present on the stand to deal with the delivery.

Deliveries by pedestrians must be via the main exhibition entrance. Exhibitors must come to the entrance to take delivery of packages.

Deliveries can be made from 13 October onwards during the following time slots: 9am-12 noon and 2pm-5.30pm. All deliveries to the Grande Halle d'Auvergne must be labelled as follows:

The Grande Halle d'Auvergne allows only caterers approved by the organisers. To order breakfasts, coffee breaks, drinks receptions, lunches or buffets, please contact:

10

Dans le cadre de la non utilisation de cette étiquette ou si une mention obligatoire devait manquer, la Grande Halle d'Auvergne ne pourra être tenue pour responsable de la perte, vol ou mauvaise destination des colis. Les livraisons ainsi que leurs contenus avec ces mêmes détails devront impérativement être communiqué au responsable de la manifestation Grande Halle d'Auvergne par mail au moins 8 jours avant la date de la livraison afin d'organiser la manifestation (clemence.lemaigre@gl-events.com)

EXPEDITEUR :

Nom de la société

Nom du Contact :

Téléphone contact :

Adresse :

Code Postal :

Ville :

Contact de la société sur le site

Nom de la manifestation : Rntp 2023

Informations Livraisons

Espace livraison :

Nombre de colis:

Poids:

Dimensions:

N° de stand :

DESTINATAIRE :

Grande Halle d'Auvergne

Plaine de Sarliève

CS 60080

63808 CURNON D'Auvergne Cedex

Jour de Livraison :

Contact Grande Halle d'Auvergne:

- Chef de projets : 06 47 89 54 62
- Régisseur : 04 73 77 22 16

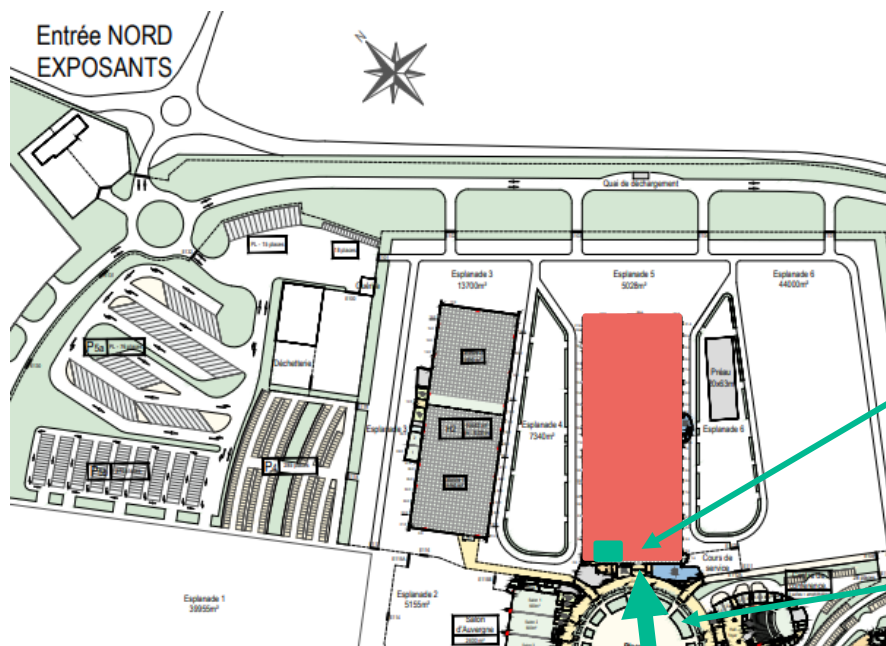


Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

EXHIBITOR RECEPTION



Exhibitor Reception is located in Pavilion 1. This office will deal with your needs as regards orders of furniture, consumables, etc.

Entrance.

11

Exhibitor Reception is open:

	Set-up	Exhibition opening hours
Friday 13 Oct.	Exhibitor Reception contact details: +33 (0)1 75 43 66 80	
Saturday 14 Oct.	8am-8pm	
Sunday 15 Oct.	8am-8pm	
Monday 16 Oct.	8am-8pm	
Tuesday 17 Oct.	7.30am-13 noon	
Wednesday 18 Oct.		Contact Exhibitor Reception: +33 (0)1 75 43 66 80
Thursday 19 Oct.		Contact Exhibitor Reception: +33 (0)1 75 43 66 80



Clermont-Ferrand
17 – 19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

CLEANING, MAKING GOOD, WASTE SORTING

STAND CLEANING ▼

Daily cleaning of pre-fitted stands (dustbins emptied and carpets vacuum cleaned) is provided every evening. If you have additional requirements, you may make specific requests via your Exhibitor Space (online store).

CLEAN-UP AFTER BREAK-DOWN ▼

The exhibition cleaning providers are available at Exhibitor Reception to provide you with a quote for removal of your materials and waste to skips.

- All stands, equipment, and waste of all kinds (adhesives, carpets, etc.) must be removed.
- Exhibitors are committed to having all their waste removed and processed pursuant to regulations in force.
- At the end of the break-down period, the organisers may take any measures they deem necessary, at the expense and liability of the exhibitor, to remove any materials and waste left on site and destroy any structures and decorations of any nature whatsoever that have not been removed.

If you use the services of a decorator, make sure that their estimate specifically includes waste removal. Exhibitors and their stand installer (where applicable) are responsible for all waste generated by their stand. The organisers reserve the right to charge for any waste remaining on site.

If needs be, you can hire waste removal skips. This service can be ordered via your Exhibitor Space (online store).

SITE WATCH AND STAND SECURITY

- General site watch is provided by the organisers at the official entrance to the exhibition on a professional basis, however this is a 'best effort undertaking'.
- Car parks are unattended: any valuables left inside vehicles must be left hidden to avoid attracting unwanted attention.
- Exhibitors wishing to deploy specific stand security must order it from the exhibition's online store. For security reasons, only the exclusive provider is authorised to operate stand security when the exhibition is closed.
- Exhibitors are responsible for all such operations relating to their stand and must take all appropriate measures to protect their equipment; this must be removed every evening at closing time if no specific stand security has been ordered.
- The stand store rooms do not constitute secure premises.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS



If you need specific stand security (day and night watch), you must use the provider chosen by the organisers: they provide fully professional services and assurances in line with the venue's requirements. To order this service, use the Exhibitor Space [online store](#).

THEFT PREVENTION ▼

Due to increasing instances of theft during set-up, opening, and break-down periods, exhibitors must observe some basic rules:

- Avoid leaving your invitation cards on exhibition furniture – store them out of sight in a locked cupboard.
- Do not leave your personal belongings (wallets, handbags, man bags, etc.) in sight.
- Keep your eye on your mobile phones at all times.
- In the evenings, store all valuables (computers, laptops, tablets) under lock and key or take them with you.
- During set-up and break-down, your stand must be manned at all times. This is your only protection against theft.



IMPORTANT: In the event of theft or other incident, you can make a fast-track complaint at Commissariat de police, 26 ter avenue de Lempdes à Cournon d'Auvergne (63800). Tél. 04 73 77 52 70.

Please also inform exhibition management so that they can step up security.

13

VEHICLE CLEANING

For any questions or quotes for vehicle cleaning, please contact:

CHRONO CLEAN FRANCE

Jérôme Chauvin
+33 (0)6 60 27 43 89

chronocleanfrance@gmail.com

www.chronoclean.com

INSURANCE AND CLAIMS

Exhibitors are liable for all damage (bodily injury, material and non-material damage) to themselves and to third parties, including their agents, and to equipment, fittings, or merchandise belonging to them or in their custody. The organisers have overall public liability and fire insurance for the exhibition. Each exhibitor is responsible for taking out any additional insurance they deem necessary.

Exhibitors must take out comprehensive insurance and public liability insurance for the entire duration of the event, from the beginning of set-up to the end of break-down, at their own expense.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

These mandatory policies must cover the following:

- items on display, stand fittings and installations, samples, accessories, and packaging,
- exhibitors' public liability with respect to third parties.

Neither the organisers nor Parc des Expositions de la Grande Halle may be held liable in any event for any theft, loss, damage, or any other form of damage or deterioration that may affect exhibitors' personal property, either during opening hours or during stand set-up and break-down.



Please consult the 'Practical information / Regulations' section in your Exhibitor Space for details of the rules applying to your insurance cover during the exhibition.

Exhibitors must have had their insurance certificate validated via their private Exhibitor Space.

FOOD SERVICES AND CATERERS

RECEPTIONS, DRINKS RECEPTIONS, AND ON-SITE CATERING ▼

14

The Grande Halle d'Auvergne allows only caterers approved by the organisers. To order breakfasts, coffee breaks, drinks receptions, lunches or buffets, please contact:

Clémence LEMAIGRE - Cheffe de projets

Port : +33 (0)6 47 89 54 62 | Stand : +33 (0)4 73 144 144

Mail: clemence.lemaigne@gl-events.com



You can order consumables (water, biscuits, cups, etc.) via the online store and receive deliveries directly on your stand.

ON-SITE FOOD SERVICES ▼

The site has a number of food outlets in Pavilion 1.

- A restaurant with indoor and outdoor patio seating is open from 11.30am to 3pm.
- Two bars open between 9am and 6.30pm provide fast food (sandwiches, salads, etc.)
- Food trucks will also be located on the central square (weather permitting).

ON-STAND HOSTS AND HOSTESSES

If you want to book hosts/hostesses as stand staff, to hand out flyers, etc., full-time or part time, there are two options open to you:

- Order services directly via the 'Formalities and eShop' section in your private Exhibitor Space
- Alternatively, choose your own providers.



Clermont-Ferrand
17–19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

MEETING ROOM HIRE

If you need to organise a meeting at Grande Halle d'Auvergne, meeting rooms of various sizes are available in Pavilion 4. A variety of formats are available with modular partitions, conventional rooms, screen blinds, stages, chair hire, lectern hire, PA equipment hire, etc.

Clémence LEMAIGRE - Cheffe de projets

Port : +33 (0)6 47 89 54 62 | Stand : +33 (0)4 73 144 144

Mail: clemence.lemaigne@gl-events.com

ON-SITE STORAGE

For safety reasons, there are no designated storage areas. However, the organisers have set aside a dedicated covered space outside the pavilion, free of charge. This area is fenced and padlocked. Boxes, flight cases, etc. may be left there after set-up and be recovered at break-down.

Note: there is no site watch for this space; storage of hazardous and/or flammable materials is strictly prohibited.

For more details about this service, please contact Amy Pouye, amy.pouye@gietransport.com or +33 (0)7 56 36 72 99.

15





Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

PRACTICAL DETAILS

HOTEL ACCOMODATION FOR YOUR STAY

To facilitate your arrival at Rntp, the organisers and SMTC will lay on a shuttle service from the city centre for easy access to the venue.

A booking platform will go online in early March where you can book hotels located along the shuttle route to the exhibition site. Details will be sent out by email as soon as it is online.

INTERNET CONNECTION ON SITE

For internet access, options and rates, and connection orders, please use the online store via your Exhibitor Space.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

STAND OUTFITTING

3

STAND OUTFITTING

[pages]

• Bare space bookings	18
• Fitted stand bookings	19
• StartUp Space stands	20
• Exhibitors in the Active Mobility Space	21



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

STAND OUTFITTING

BARE SPACE BOOKINGS

Total bare space of 55 m²

Services included in the rental of your space:

- Space marked out on the ground.

Steps prior to your taking part and prior to stand outfitting

Step 1: space allocation

- Your location in the pavilion must be validated with you by your sales manager.
- Use this plan to prepare outfitting with your stand installer.

Step 2: validation of your plan

- Validate your documentation (safety notice, insurance, etc.)
- Your stand decoration plan must be submitted for acceptance by the exhibition's Architecture and Decoration department **before 31 July 2023**.

Bruno McKay

bruno@lescledeslevenement.fr Tel +33 (0)1 42 31 22 22



Please consult all the rules that apply, to be found in the 'Decoration and Architecture Rules' in the 'Rules and Formalities' section of this Exhibitor Guide.

Step 3: validation of all your safety documentation, orders for technical services (electrical hook-up, telephony, etc.) and logistics services (cleaning, site watch, etc).

- All services to be booked must be ordered via the online store.



If you want your stand installer to purchase your services directly via your Exhibitor Space, you must send them your login details. In no circumstances will the organisers give your codes to your providers.

NOUVEAU!

Step 4: complete your private 'PR' space. **You must specify and/or edit the name of your company no later than 1^{er} September.** This name will be used to identify you on all exhibition media. Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

5^{ème} étape : votre installation sur le salon.

- Friday 13 October, 4pm-8pm, Saturday 14 October, Sunday 15 June and Monday 16 October, 8am-8pm.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

STAND OUTFITTING

FITTED STAND BOOKINGS

Fitted stand with one or two open sides (mandatory for stands with areas of 9m²-54m²)

Services included in fitted stand rentals*:



Photo non contractuelle

* see technical description below.

- Aluminium structure.
- Polycarbonate partitions to provide separation from neighbouring spaces.
- Floor carpeting (colour tbd).
- Exhibitor sign displaying the stand number.
- 1.5Kw* electrical cabinet.
- LED light bar for 9m².
- Daily cleaning and making good prior to opening.

** Higher power ratings may be ordered from Exhibitor Services.*

19

Les étapes de préparation de l'aménagement de votre stand ▼

1^{re} étape : votre attribution de stand

- Your location in the pavilion must be validated with you by your sales manager.

Step 2 (essential): choose your layout, validate your safety documentation in your Exhibitor Space (log on via autolog link).

- Validate the paperwork (safety notice, insurance, etc.)
- Select your outfitting and confirm. Delete any items you don't need!

Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- Order all the services you need via your online store.

NOUVEAU !

Step 4: complete your private 'PR' space. You must specify and/or edit the name of your company no later than 1st September. This name will be used to identify you on all exhibition media. Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

Step 5: handover of your stand on 16 October from 2 pm onwards.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

STAND OUTFITTING

STARTUP SPACE STANDS

- Fitted space (approx; exact area may vary depending on the StartUp Space layout defined by the organisers).
- Floor carpeting.
- One counter.
- Two bar stools.
- Exhibitor sign displaying your company name.
- Electric hook-up.
- LED light strip.
- Wi-Fi internet connection shared with the entire start-up space.
- Daily cleaning and making good prior to opening.

Steps prior to stand outfitting ▼

Step 1: stand space allocation

- Your location in the Startup Space must be validated with you by your sales manager.

Step 2 (essential): selection of outfitting and validation of your safety documentation via your Exhibitor Space.

- Validate your documentation (safety notice, insurance, etc.)

Step 3: orders for technical services (electrical hookup, telephony, etc.) and logistics services (cleaning, site watch, etc.).

- All services to be booked must be ordered via your Exhibitor Space.

NOUVEAU!

Step 4: complete your private 'PR' space. You must specify and/or edit the name of your company no later than 1st September. This name will be used to identify you on all exhibition media. Amy Pouye will be sending you an email with your login and password details. Don't hesitate to get in touch with her if needs be.

Step 5: handover of your stand on 16 October from 2pm onwards.

20



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

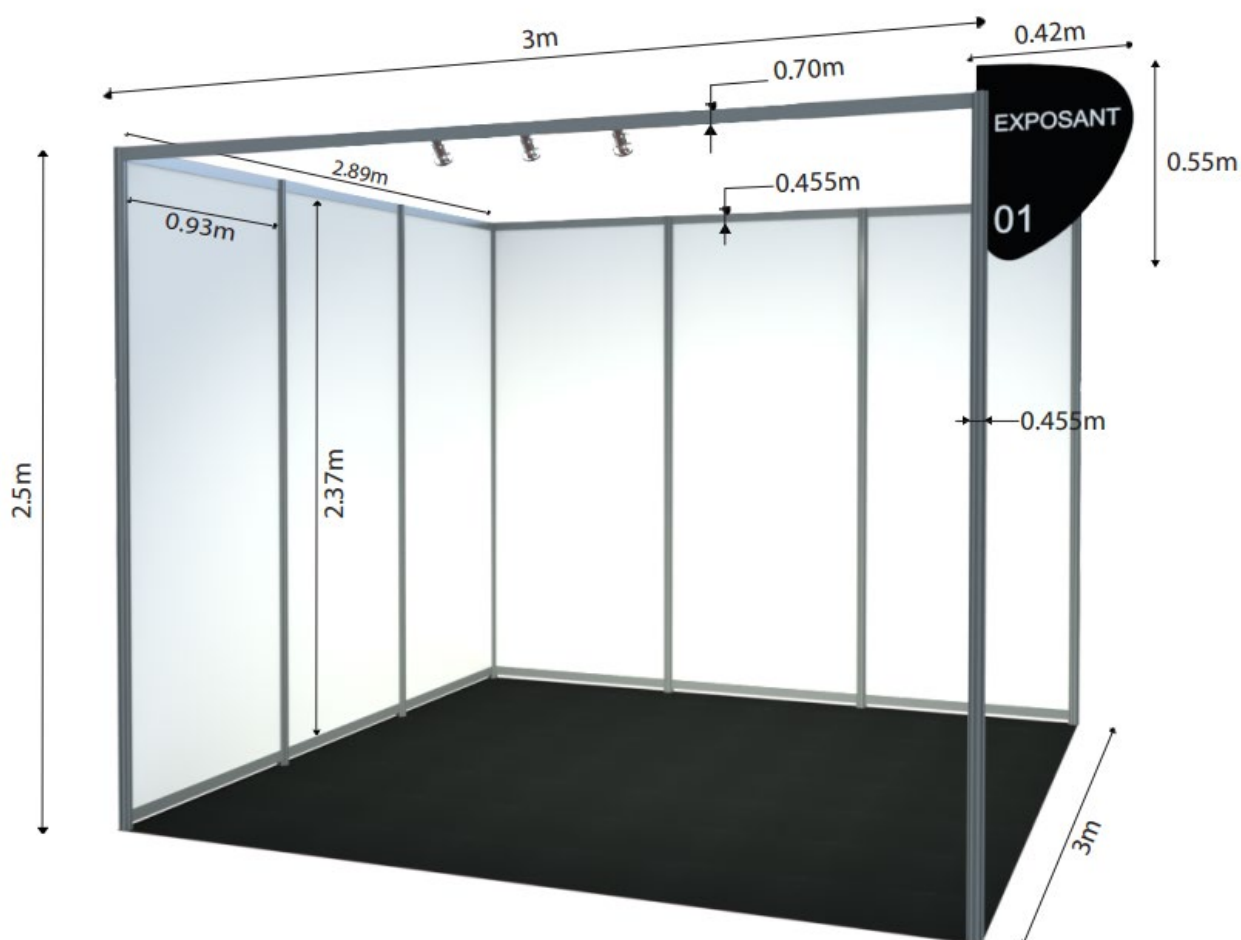
GUIDE DE L'EXPOSANT

AMÉNAGEMENT DES STANDS

EXHIBITORS « ACTIVE MOBILITY » SPACE

If you are an exhibitor of « Active Mobility » space, you must contact Bruno McKAY, Tél. +33(0)1 42 31 22 22 // 06 60 86 28 45 or bruno@lesclesdelevenement.fr

* technical description



21



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

RULES & FORMALITIES

[pages]

4

RULES & FORMALITIES

• Decoration & architecture rules	23
• Exhibition Regulations > See order form.	-
• Declaration on equipment in use	29
• Display vehicle data sheet	30
• Set-up/break down pass	31



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

RULES & FORMALITIES

1 OVERVIEW DEADLINES; TECHNICAL LIAISON

RNTP decoration and architecture rules list the standards of presentation and stand outfitting. These are designed to ensure the proper operation of the exhibition and optimum visitor comfort. Reused stands are subject to the 2023 Architecture Rules in the same manner as newly-built stands. Stands must comply with the set-backs and heights required, and must be approved by the Architecture Department. No separate agreement between exhibitors will be allowed; only the Architecture Department or the organisers are authorised to allow exceptions to the rules following a written request.

For the Exhibition to be run in keeping with safety regulations, stand outfitting plans must be submitted for approval by letter or email. These must include the following components:

- Plan view showing the position relative to neighbouring stands and specifying the scale, dimensions, and positioning of set-backs between adjacent stands and aisles.
- Cross-sectional plan specifying the scale, dimensions, and heights of the planned installations.

Plans that fail to comply with the rules will be rejected; similarly, any stand set up without the approval of the RNTP 2023 Architecture Department may be ordered to be made compliant or be dismantled, at the exhibitor's expense.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.

Your plans must be uploaded directly to your private space (opens during Q1 2023). They will then be approved by our technical manager. To save time, if you or your stand installer are in any doubt about any aspect of your stand design, please contact Bruno McKay (bruno@lesclesdelevenement.fr) before uploading your plan.



Your plans must be uploaded to your private space no later than end of business on **Monday 31 July 2023.**

ARCHITECTURE DEPARTMENT RNTP 2023

Bruno McKay

bruno@lesclesdelevenement.fr

Tel +33 (0)1 42 31 22 22

2 PAVILION, CONSTRUCTION, STAND FITTINGS AND DISPLAY INSTALLATION

• CONSTRUCTION AND OUTFITTING: STAND AND SIGN HEIGHTS



Rigging fixed to the fabric of the pavilions must be studied and submitted for prior authorisation by Grande Halle d'Auvergne (GHA) and may only be installed by the latter.

To allow for this procedure, you must upload the following items to your private space (opens Q1 2023):

- The general exhibition plan.
- 2-D or 3-D plans with dimensions for your stand showing all technical constraints and details of any item to be suspended (location of fixings, loads, etc.).

The maximum height of rigging points in the exhibition pavilion is 10m.

Rigging secured to the pavilion ceiling and/or other building fabric is subject to prior permission. In any event, fixings may be attached only to main structural components of the building.

Rigging must be carried out by the exhibition venue's approved technical department.

The organisers reserve the right to adjust any plan that fails to comply with the above criteria and/or is liable to impede proper visibility of neighbouring stands or the exhibition in general.

• HEIGHT OF STANDS, SIGNS, FREE-STANDING ADVERTISING, AND ADVERTISING SECURED TO PARTITIONS.

The pavilion is 10m in height. The maximum height of stand partitions and advertising supports, whether free-standing or secured to partitions, is 3.20m, measured from the pavilion floor.

Any higher structure (up to a maximum of 5.5m) is subject to written permission from the organisers, and must be set back at least 2m from the edge of the stand. No stand may include an upper level.



Suspended signs above stands must comply with the following dimensions:

- **Bottom of hanging signage: more than 5m from ground level.**
- **Set-back from stand edge: at least 1m.**

• CONSTRUCTION AND OUTFITTING: FACADE OUTFITTING

Construction of walls and screens formed by partitions or walls of offices or ancillary premises that compromise the overall appearance of the pavilion, conceal neighbouring stands, or impede the free movement of visitors to the stand is prohibited.

If there is a stand opposite, participants must not close off more than 50% of the total standard length of their stand. Glazed sections, curtains, netting, frosted adhesive film, etc. will not be deemed to constitute openings (in many cases, frosted glass may be a good compromise). "Openings" means physical width units providing access.

- Any closure in excess of this 50% figure must be at least 2m away from the aisles, and requires prior permission.
- Stand sides immediately adjacent to neighbouring stands must be painted or clad. Electrical wiring must be concealed, including on the neighbouring stand side.

Large furnishings, main outfittings, stands, and lightweight superstructure floor fittings must not in any way impede the proper working of the smoke removal and detection installations or access to mobile emergency equipment (e.g. fire hose reel systems).

• CONSTRUCTION AND OUTFITTING: FABRIC CEILINGS, COVERED STANDS, AND CEILINGS

Horizontal fabric ceilings are authorised provided they are made from M1-rated materials. Fabric ceilings must also have a fixing system with a sufficient number of anchor points or a sufficient number of safety frames to prevent them from falling in the event of evacuation of the public (AM10).

Pursuant to the French Order of 25 June 1980 article T23, stands with a ceiling, suspended ceiling, or full fabric ceiling must have a surface area of less than 300sqm, be spaced at least 4m apart, and have a total ceiling and suspended ceiling area (including that of raised levels) that does not exceed 10% of the surface area of the level in question.

If the covered surface of stands exceeds 50sqm, each stand must have its own, appropriate fire-fighting resources, accessible at all times by at least one safety officer during opening hours.

• CONSTRUCTION AND OUTFITTING: INSTALLATION OF EQUIPMENT

No items on display must disturb or otherwise interfere with neighbouring stands. No item must extend beyond the floor area of the stand. **Equipment and/or items above 3.20m in height must be set back at least 2m from neighbouring stands.**



Delivery and installation of equipment, vehicles, etc. requiring the use of a crane must be completed by no later than 6pm on Friday 13 October.

25

• CONSTRUCTION AND OUTFITTING: ACCESS FOR PERSONS WITH REDUCED MOBILITY

Access for persons with reduced mobility must be taken into account in stand design.

To avoid discrimination, disabled persons must be provided with access to the same services as able-bodied persons, whether they are alone or assisted. The aim should be to ensure that the entire stand and its equipment and services are fully accessible for those affected by any type of disability.

Stand designers must therefore pay particular attention to maximum step heights, the steepness of gradients and inclines, the width of passageways inside stands, the removal of face-height and counter-height obstacles, etc.

• CONSTRUCTION AND OUTFITTING: KITCHEN AND CATERING INSTALLATIONS

Use of electric or gas cooking appliances with a nominal rating of less than 20kW that do not form part of a full-scale catering facility is permitted in public-access premises provided that all technical specifications are observed, in particular those specified in the French Order of 25 June 1980 as amended by the Order of 10 October 2005, articles GC2-GC8 and GC16-GC18.

From this it follows that irrespective of whether they constitute temporary kitchens in exhibition pavilions, and in addition to any other restrictions that may apply, cooking appliances must comply with the relevant French standards, be secured to the floor if they are not otherwise sufficiently stable, have an emergency fuel supply shutoff, and be located at least 0.50m away from any neighbouring flammable installations.

The only moveable appliances allowed are electric or gas appliances with a rating of 4kW or less.

In waiver of the provisions of articles GZ7 and GZ8, gas bottles will be permitted in public-access premises provided they have a capacity of 13kg of liquid gas or less.
Bottles without pressure control valves are prohibited unless they are being used for demonstration purposes.
No unconnected bottle (full or empty) may be stored inside the building.

Bottles in use must always be out of reach of the public and must be protected against impacts.

The following rules also apply:

- Bottles must be separated by a rigid, fireproof screen, with one bottle per 10sqm up to a maximum of six per stand.
- Alternatively, they may be spaced at least 5 metres apart up to a maximum of six per stand.

Kitchen smoke and fumes must be extracted via a hood and then filtered (for grease) and deodorised (with an active charcoal filter). Water containing grease must pass through grease separators prior to drainage into wastewater networks.

The feasibility of all planned installations must be discussed with our technical officer, Bruno McKay, bruno@lesclesdelevenement.fr Tel +33 (0)1 42 31 22 22.

3 PAVILION FLOOR AND WALLS

Drilling, nailing, and embedding materials in the walls, floors, or glass in the pavilions is strictly prohibited.

Painting or marking the walls, pillars, and floors of the pavilion is also strictly prohibited.

The maximum authorised floor load is 1.5 t/sqm.

All waste (carpeting, adhesive, etc.) must be removed. Any damage noted during break-down of stands will be invoiced to the exhibitor responsible.

Exhibitors are liable in respect of their own service providers (decorators, installers, contractors, etc.)

4 USE OF PUBLIC ADDRESS SYSTEMS ON STANDS

Exhibitors wishing to use PA on their stand must comply with the following standard in order to mitigate noise pollution for neighbouring stands.



The maximum permissible audio output from stands must not exceed 65 dB measured at a distance of 1 metre from the speakers.

Any breach of this rule will result in the power supply to the PA system of the stand in question being cut off.

5 STAND ELECTRICAL INSTALLATIONS

The electricity supply for each stand is provided from fixed installations in the exhibition venue, using permanent or semi-permanent fixtures. **Each hook-up may be used by one stand only.** Each stand or exhibitor will have its own consumer unit.

Pre-fitted stands have a permanent 1.5kw meter.

Exhibitors are liable in respect of electrical installations on stands, in particular lighting and power outlet networks; installation must be carried out by skilled individuals with the appropriate knowledge to design installations and execute works in compliance with all applicable regulations.

Works must be carried out pursuant to the provisions of standard NFC 15-100 and the French Order of 18 November 1987, articles T35 and T36.

Exhibitors remain liable for all electric connections on their stand, including those of their partners. Site safety personnel must have access to the consumer unit at all times. Using the venue’s private installations to supply electricity to stands is strictly prohibited.

Electricity use is included in the consumer unit rental price for the duration of use.

Exhibitors and safety personnel must be able to access the stand’s master switch.**

6

SET-UP, OPERATION, AND BREAK-DOWN DATES

• SET-UP

	Arrival of display vehicles in the pavilion	Delivery of bare surfaces and installation	Delivery of fitted spaces
SET-UP			
Thursday 12 October*	On request		
Friday 13 October	8am*-8pm	2pm-8pm	-
Saturday 14 October	8am-4pm latest	8am-8pm	-
Sunday 15 October	-	8am-8pm	-
Monday 16 October	-	8am-8pm	2pm-8pm

* Vehicles will be placed in a holding area prior to installation in the pavilion.

- In-house (GL Event) and other stand installers will not have access to the pavilion before 2pm on Friday 13 October.
- No access to the venue is possible outside the above times.

• OPERATION

	Opening for exhibitors	Opening to visitors	Closed to visitors	Closed for exhibitors
Tuesday 17 October	7.30am	9am	6.30pm	7pm
Wednesday 18 October	8am	9am	6.30pm	7pm
Thursday 19 October	8am	9am	1pm	10pm

- For security reasons, on days when the exhibition is open to visitors, **access to the pavilion will be via the main entrance only.** No other entrance will be open.
- Any person wishing to gain access to the pavilion must present their pass.

• BREAK-DOWN

All exhibitors and stand installers are invited to observe the following rules; no exceptions will be granted.

- **Stand installers may have access to the site and be ready at the pavilion entrance on Thursday 19 October from 2pm onwards.**
- **For security reasons, stand installers will have access to the pavilion in order to start break-down only once the event has finished and all visitors have left the pavilion, i.e. from **2.15pm** on Thursday 19 October.**
- **Display vehicles will leave the pavilion from 4pm onwards, following a specific schedule.**

Thursday 19 October	2.30pm-8.30pm
Friday 20 October	8am-3pm

NB: The organisers reserve the right to revise/adjust the times specified above.

Plans must be uploaded and technical services (consumer units, rigging, Wi-Fi, water hook-up, etc.) ordered directly via the Exhibitor Space.

The 'Formalities & E-shop' space will open during Q1 2023.



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

DECLARATION OF EQUIPMENT IN USE

Complete this section only if any of it applies to you, and return it no later than **14 August to safety officer Vincent GANDILHON, Tél. +33 (0)6 13 09 88 10 ou par email : vincent.gandilhon@pag.fr**

Company name:	
Person in charge	Position:
Address:	
Postcode:	Town/city:
Country:	
Tel	Email:
PAVILION/AISLE/STAND NO.:	

SPECIFIC RISKS

Power source in excess of 100 kVA:
Power rating:
Flammable liquids (other than in motor vehicle tanks):
Description:
Quantity:
Means of use:

29

RISKS REQUIRING AUTHORISATION OR SUBJECT TO A SPECIAL REQUEST :

Important: if you are intending to use any of the following equipment, please consult the Safety Notice and Rules.

Heat or combustion engines:
Liquefied gas (acetylene, oxygen, hydrogen, or other gas presenting similar risks):
Description:
Quantity:
Laser:

TYPE OF EQUIPMENT OR APPARATUS IN OPERATION

IMPORTANT: Equipment in use must either have suitable fixed screens or casing ensuring all hazardous parts are kept out of reach of the public, or be installed such that these parts are kept completely out of reach of the public, and in all cases kept at a distance of at least one metre from public thoroughways. All demonstrations are carried out at the sole liability of the exhibitor.

Date :

Signature (précédée du nom) :

Cachet de la société



Clermont-Ferrand
17—19 octobre
Rencontres nationales
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DISPLAY VEHICLE DATA SHEET

This sheet must be returned by 18 September 2023, to

Bruno McKay

Tel +33 (0)1 42 31 22 22 // Email: bruno@lesclesdelevenement.fr

Company name:	
Person in charge:	Position:
Address:	
Postcode:	Town/city:
Country:	
Tel	Mobile:
Email:	
PAVILION/AISLE/STAND NO.:	

ON STAND:

Number of vehicles:	
Vehicle(s) can be moved: YES <input type="checkbox"/> NO <input type="checkbox"/>	
If not, please provide lifting solutions	
If needs be, you may contact us with fuller details.	
Vehicle type(s) and dimensions:	
Date and time of arrival of on-stand vehicles:	

30

OFF STAND*:

Number of vehicles:	
Vehicle(s) can be moved: YES <input type="checkbox"/> NO <input type="checkbox"/>	
If not, please provide lifting solutions	
If needs be, you may contact us with fuller details:	
Vehicle type(s) and dimensions:	
Date and time of arrival of off-stand vehicles:	

Date:

Signature, preceded by the words 'certifié exact' ('certified as accurate'):



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

EXHIBITOR GUIDE

RULES & FORMALITIES

SET-UP AND BREAK-DOWN PASS

For security reasons, guards may ask you to present your 'SET-UP'/'BREAK-DOWN' pass demonstrating that you require access to the premises, on entry to the pavilion.

Be sure to print out your pass and keep it with you!



Clermont-Ferrand
17—19 octobre
Rencontres nationales
du transport public

SET-UP / BREAK-DOWN PASS

31



Please forward this page to all providers requiring access to your stand for set-up and/or break-down.